



CITY OF ATLANTA

Job Announcement

PUBLIC TRANSACTION OFFICER

STARTING SALARY: \$24,708

Salary Grade: 8

Applications Accepted From: September 12, 2005 until September 16, 2005

Minimum Job Requirements

Persons applying must have a high school diploma or GED and three years of customer service experience, or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job.

Licenses and Certificates

Applicants must have a valid driver's license at the time of application and have a valid Georgia driver's license at the time of appointment. This license must remain valid while employed in this classification.

Duties of the Job:

The purpose of this job is to validate bonds and receive funds. Duties include, but are not limited to: supervising and overseeing staff, verifying validations, maintaining records and performing additional tasks as assigned by the Captain.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday
Resumes not accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107 Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position. Letters will not be mailed to individual job applicants.

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, HIGHLY QUALIFIED.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.